



# South Dakota Secretary of State

## SHANTEL KREBS

### City and/or School Combining with the County on the 2016 Primary date

Cities and schools may choose to combine with the County for the Primary election. The following are the publication and deadline dates to follow. **Please note** there will be differences on some of the dates when compared to the dates the County Auditor is required to follow. This calendar is based upon the presumption that there is a combined ballot and not that each jurisdiction has their own ballot.

**PRIMARY**  
First Tuesday after the first Monday in June

\*The school board shall set the date of the Annual School Election no later than the first regular meeting in January. ([13-7-10](#))  
\*The municipal governing board must establish the election date no later than **January 14<sup>th</sup>** of the election year if they choose a different election date other than the 2<sup>nd</sup> Tuesday in April. ([9-13-1](#) & [9-13-1.1](#) & [9-13-1.2](#))

**June 7<sup>th</sup>**

The person in charge of the election must notify the Secretary of State when the election will take place by e-mail, letter, fax, or telephone. ([12-2-7](#))

As soon as possible.

Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. Finance officer and school business manager publish these. ([9-13-37](#) and [13-7-10.4](#))

Weeks of  
Feb. 15<sup>th</sup> and Feb. 22<sup>nd</sup>

Earliest date to begin petition circulation and earliest date to file nominating petition. ([9-13-37](#) and [13-7-10.4](#))

March 1<sup>st</sup>

Deadline for filing nominating petitions (filed with finance officer or school business manager). ([9-13-37](#) and [13-7-10.4](#))

March 29<sup>th</sup> by 5:00 pm

Deadline for submission of written request to withdraw candidate's name from nomination. ([9-13-7.1](#) and [13-7-7](#))

March 29<sup>th</sup> by 5:00 pm

Deadline to certify to the County Auditor the candidate names and ballot language. ([9-13-37](#) and [13-7-10.3](#))

March 31<sup>st</sup>

Drawing for position on the ballot. Work with the county auditor on when this should be done and who will do it. ([SDCL 12-16-8](#))

#### **Candidate Financial Interest Statements:**

\***School districts** with a total enrollment of **more than 2,000 students**, within 15 days of filing a nominating petition, a candidate must file a Candidate Financial Interest Statement ([12-25-30](#)). This is filed with the person in charge of the election and a sample form can be found at [sdsos.gov](#), under Elections & Voting, Campaign Finance and Paper forms.

\*In a **first class municipality**, within 15 days of filing a nominating petition, a candidate must file a Candidate Financial Interest Statement ([12-25-30](#)). This is filed with the person in charge of the election and can be found at [sdsos.gov](#), Elections & Voting, Campaign Finance and Paper forms.

Work with the County Auditor to determine if election boards need to be appointed.

\* *School Board appoints the Election Board.* ([13-7-12](#) & [05:02:05:11.01](#))

\* *City governing board appoints the Election Board.* ([9-13-16.1](#) & [05:02:05:11.01](#))

Absentee voting begins **46** days prior to the election date. ([12-19-1.2](#) and [12-19-3](#))  
Work with the county auditor to determine who is handling the absentee voting.

April 22<sup>nd</sup>

County Auditor publishes first deadline of voter registration notice that needs to be published each week for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )	Week of May 2 <sup>nd</sup>	
County Auditor publishes last deadline of voter registration notice that needs to be published each week for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">5:02:04:04</a> )	Week of May 9 <sup>th</sup>	
Deadline for voter registration. ( <a href="#">12-4-5</a> )	May 23 <sup>rd</sup>	
Work with the County Auditor to determine if they are publishing the notice of election or if you need to publish your own. This notice needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. ( <a href="#">13-7-8</a> & <a href="#">05:02:04:15</a> ), ( <a href="#">9-13-13</a> & <a href="#">05:02:04:08</a> )	Weeks of May 23 <sup>rd</sup> and May 30 <sup>th</sup>	
Automatic tabulating systems only. County Auditor conducts a public test of the system. Must publish notice 48 hours before test. ( <a href="#">12-17B-5</a> & <a href="#">5:02:09:01.01</a> )	May 28 – June 6	
County Auditor publishes facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. ( <a href="#">13-7-8</a> & <a href="#">12-16-16.2</a> ) and ( <a href="#">9-13-13</a> & <a href="#">12-16-16.2</a> ) talks about the size for publication)	Week of May 30 <sup>th</sup>	
5:00 pm the day before the election is the deadline for a voter to <u>absentee vote in person</u> .		
Election Day. Polls open 7:00 am to 7:00 pm ( <a href="#">13-7-10</a> ), ( <a href="#">9-13-1</a> ). Remember a voter can request an absentee ballot via authorized messenger up to 3:00 pm the day of the election and the ballot has to be returned in time to get it to the polling location.	June 7 <sup>th</sup>	
<b><u>Elected Official Financial Interest Statements:</u></b> <b>School districts</b> with a total enrollment of <b>more than 2,000 students</b> , <u>within 15 days of being elected</u> , a board member must file an Elected Official Financial Interest Statement ( <a href="#">3-1A-4</a> ). This is filed with the person in charge of the election and a sample form can be found at sdsos.gov, Elections & Voting, Campaign Finance and Paper forms. In a <b>first class municipality</b> , <u>within 15 days of being elected</u> , an official must file an Elected Official Financial Interest Statement ( <a href="#">3-1A-4</a> ). This is filed with the person in charge of the election and a sample form can be found at sdsos.gov, Elections & Voting, Campaign Finance and Paper forms.		
Deadline for the official canvass. Work with the County Auditor to receive your jurisdictions canvass sheet. ( <a href="#">13-7-18</a> ), ( <a href="#">9-13-24</a> )	School Canvass - Next meeting after the election	Municipal Canvass – within seven days of the election
*Certificates of Election are not required by law to be issued for a school board position. *Issue certificates of election for a municipal election within two days after the result of the election is declared via the canvass. ( <a href="#">9-13-5</a> & <a href="#">9-13-28</a> ; <a href="#">05:02:15:08</a> & <a href="#">05:02:15:09</a> )		

To check the registration status of candidates and petition signers (Business Managers are required to do this for candidate elections per [ARSD 05:02:08:00](#)) go to: <http://cityandschoollookup.sdsos.gov/Login.aspx> . If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide it to you. [Elections@state.sd.us](mailto:Elections@state.sd.us) or 605-773-3537.

Additional **election resources** can be found at: <https://sdsos.gov> . Click Elections and Voting, Election Resources and then Municipal & School Elections.